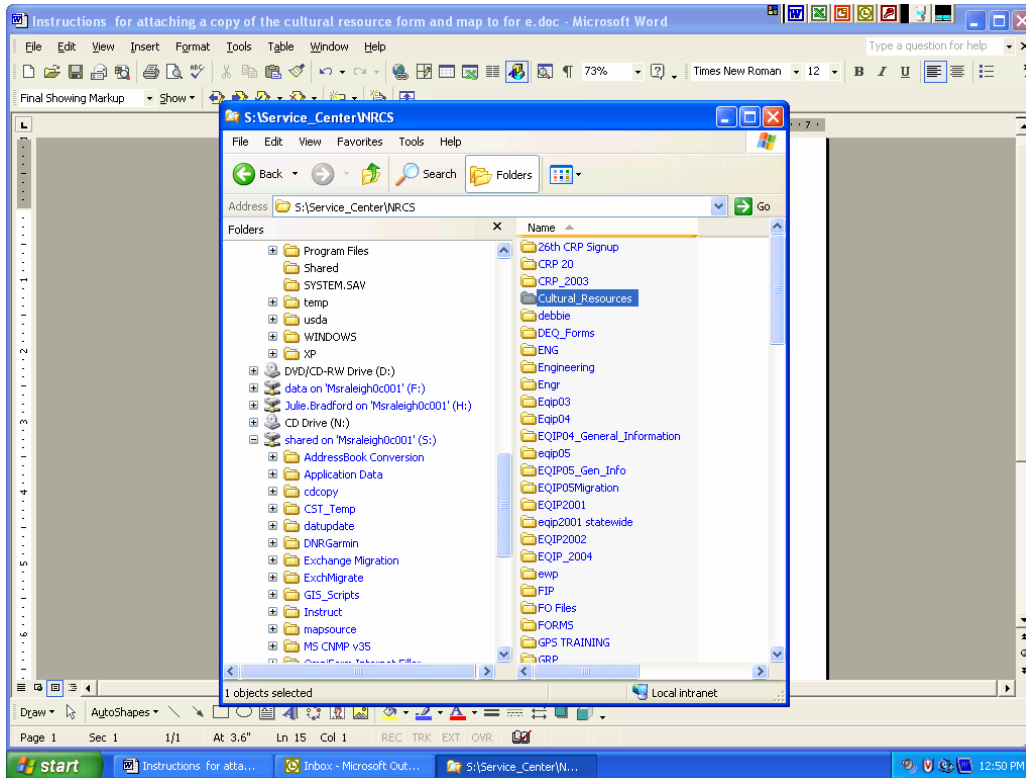# Instructions for completing the Cultural Resources Review Form, MS-CR-1

**1.** Create a folder on the S:Drive named Cultural_Resources.

2. Copy the Cultural Resources Review Form, MS-CR-1, to this folder.
The Cultural Resources Review Form can be found in Section II of eFOTG under the "Cultural Resources Information" folder or on the Farm Bill Programs server (\\199.158.135.15\farm_bill_programs) in the "Cultural Resources" folder.

3. Open the *Cultural Resources Review Form MS-CR-1.mdb* file.
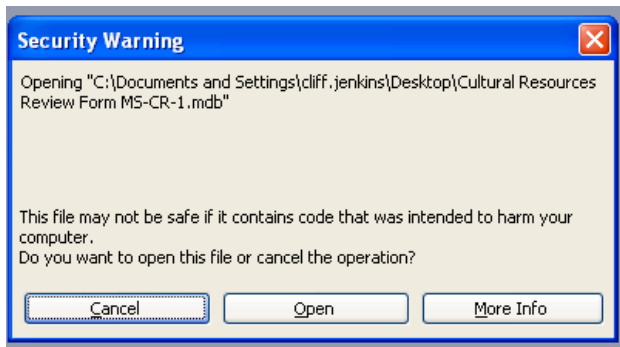
You may receive a security warning like the one above. This is because the form was created in Microsoft Access and does not mean the file is harmful. Click **[Open]**.

4. Review the Cultural Resources statement and NRCS Policy. Click **[OK]**.

This will open the data entry view of the Cultural Resources Review Form (MS-CR-1). Make sure you have the current version (<u>Ver. Oct. 2005</u>) of the form.

Customer/Project Information

Clear Form	Customer Name		Land Ownership:		County		
	Cliff Jenkins		Private	∨	Hinds		∨
	Farm #	Tract #	Field #	Section Township Range	Format:	USGS 7.5" Quad	
	123	456	789	3 5N 1E	55 55N 55E	Jackson	

Program		Practice Code(s)		APE (Acres)	Anticipated start date
EQIP	∨	490, 612, 394, 655	∨	160	10/1/2005

5. Complete the customer and project information in the first section of the form.
● **Customer Name**: Enter the name of the customer or project.
● **Land Ownership**: Enter "Private, Federal, State, County or City" from the pull down menu.
● **County**: Enter the county name from the pull down menu.
● Enter the **Farm #**, **Tract #** and **Field #** if applicable.
● Enter **Section, Township and Range** in the format shown on the form in blue.
    For example, Section 3, Township 5N, Range 1E should be entered as, **3 5N 1E**.
    Remember to include a space between the section, township and range.
● **USGS 7.5" Quad**: Enter the name of the USGS 7.5 minute topographic quadrangle map.
● **Program**: Enter the program from the pull down menu, or type the name if it is not listed.
● **Practice Code(s)**: Enter all planned conservation practice codes.
  Separate codes by commas (no space) if more than one practice is planned.
    For example: **490, 612, 394, 655**

View list of Conservation Practice Effects on Cultural Resources
Practice Effects

Select the **[Practice Effects]** button for a list of conservation practices and their ranking of potential effects on cultural resources.

● **APE (Acres)**: Enter the number of acres comprising the APE (Area of Potential Effect). The APE is the geographic area or areas where NRCS planned activities may cause changes in the character or use of cultural resources. The APE should encompass all lands that would be directly or indirectly affected by the proposed practice.
    For example, the APE should cover the "footprint" of the actual conservation practice/structure, as well as all access and haul roads, borrow areas, areas where spoil will be deposited, temporary storage areas, and staging areas.
● **Anticipated Start Date**: Enter, as accurately as possible, the start date of the activity.

Section A. Informant/Background Information

A. Informant/Background Information

Is the owner/operator aware of any of the items below that occur or have occurred in or near the APE?

Indian mounds, old houses, barns, mills, logging camps, bridges, artifacts (pottery, stone tools, flakes, bone, shell, historic artifacts), graves, cemeteries, battlefields, etc. — Yes

Are structures or other cultural resources shown on the County Soil Survey Map or other historical maps? — No

Are known sites listed in the State Archaeological Site File Section Data? — Yes

Describe cultural resources identified by informant information:

Owner remembers finding arrowheads in the northern portion of the tract. Archaeological site 22HI544 is located in section 3 5N 1E.

6. Complete the Informant/Background Information in Section A.
Answer the three questions, **Yes/No**, and describe any cultural resources identified by informants or background information.

> **NOTE:** The description field is **not** limited to the single line visible on the form.

● Interview the owner/operator or others knowledgeable about the history of the area to determine if they are aware of cultural resources in or near the APE.

● If cultural resources are shown on the County Soil Survey Map within the APE, list the Sheet number of the map in the description field and describe the resource.
For example: **Old Railroad grade on Sheet 18** or **three structures on Sheet 28**.

● If cultural resources are identified on other historical maps, or by other means, identify the source of the information in the description field.
For example: **House and barn on 1952 aerial photo**, **Indian mound on 1967 15" quad**, **Civil War camp in tourist guide**, **old resort hotel in local newspaper article**.

● Consult the *State Archaeological Site File Section Data* on the Farm Bill Programs server (\\199.158.135.15\farm_bill_programs) in the "Cultural Resources" folder to determine if a known archaeological site(s) is documented within the same section as the proposed practice(s), list the archaeological site number(s) from the Trinomial column of the *Site File Section Data* spreadsheet in the description field.
For example: **Archaeological site 22HI544 is located in section 3 5N 1E.**

State Archaeological Site File Section Data:

	AREA	COUNT	TRINOMIAL	SITE NAME	NRHP St	QUAD 7	SEC_TWN_RN
32		2	Hinds	22-Hi- 539	Hunting Club #	Unevaluated	Cayuga	32 15N 5E
33		2	Hinds	22-Hi- 540	Majure	Eligible	Utica East	12 3N 4W
34		2	Hinds	22-Hi- 542	Trotter	Unevaluated	Florence	7 4N 1E
35		2	Hinds	22-Hi- 544	Blake Mound	Ineligible?	New Byram	3 5N 1E
36		2	Hinds	22-Hi- 546	Floyd site	NRHP	Queens Hill Lake	4 6N 4W
37		2	Hinds	22-Hi- 548	Blake Bell	Unevaluated	Jackson	17 6N 2E
38		2	Hinds	22-Hi- 552	Morgan	Unevaluated	Raymond	32 7N 1W
39		2	Hinds	22-Hi- 554	Trailer Park	Unevaluated	Jackson	14 5N 1E
40		2	Hinds	22-Hi- 558	Wallace	Unevaluated		31 5N 1E

Section B. Field Inspection

B. Field Inspection

How many acres of the area to be disturbed (APE) was systematically walked and visually inspected for evidence of historic or prehistoric sites?	80
Were cultural indicators identified during field inspection?	Yes
Were environmental indicators identified during field inspection?	Yes

Predominant Ground Cover: Plowed/Exposed/Eroded

Bare Ground Surface Visibility: Good (100-75%)

Major Ground Disturbance: None

If less than 100% of APE inspected, describe the inspected areas: Portion of Level/Open Field

Describe cultural and/or environmental indicators found during field inspection:
Stone flakes, pottery, and glass found in northeast corner of tract. This area is located near a stream confluence on a first terrace.

7. After conducting the on site field inspection, complete the information in Section B.

● A field Inspection should include:
- Documenting current land use
- Walking the APE to look for cultural and environmental indicators that may provide a clue to the presence of cultural resources
- Inspecting the area for artifacts if bare ground visibility is greater than 30%.

● Enter the number of acres within the APE that were systematically walked and visually inspected for evidence of historic and prehistoric sites.

● Answer, **Yes/No**, to the Cultural Indicators and Environmental Indicators questions.

Answer "**Yes**" to the Cultural indicators question if artifacts, features, buildings, structures or objects are located within the APE.

Answer "**Yes**" to the Environmental Indicators question if certain high probability indicators are present within the APE. Keep in mind the four broad categories of environmental indicators: 1) surface water (rivers, springs, wetlands), 2) landforms (first terraces, natural levees, ridge tips), 3) soils and vegetation (well-drained soils, high fertility soils, dark soils, cultivated plants, non-native trees), 4) mineral deposits (rock outcrops, gravel bars, clay sources).
  For example: If the APE includes a sandy natural levee along an old oxbow, or a large rock outcrop is located within the APE, or the APE includes a knoll in a floodplain at the confluence of two streams, or the APE is a high ridge overlooking a river, or daffodils, cedar trees and non-native plants are found in unexpected locations - answer "**Yes**" to the environmental indicator question.

● **Predominant Ground Cover**: Enter the predominant ground cover within the APE. If the APE is separated into areas of discrete ground covers (for example, 30% trees, 70% crops), enter "**Other**" and describe the conditions under the "Additional Comments" field.

● **Bare Ground Surface Visibility**: Enter "Good (100-75%), Moderate (75-30%) or Poor (30-0%)" for the percentage of bare ground surface visibility within the APE.

● **Major Ground Disturbance**: Enter the type of major ground disturbance within the APE. This should only include major land altering disturbances such as borrow pits, land leveling, grading, or severe erosional gullies. For purposes of this question, major ground disturbance does **not** include plowing, deep tillage or minor erosional rills.

Additional Comments & Reviewer

Additional Comments:			
Scatter of surface artifacts measures about 100 ft. by 50 ft. Practice shifted to the southwest to avoid site.			
Cultural Resources Review Form Completed By:	Field Office:	Date:	**Save Record**
Cliff Jenkins	Jackson	10/1/2005	

Record: |◄ ◄ [1] ► ►| ►* of 1   ‹

Form View

8. Complete the Additional Comments & Reviewer section.

● Add any additional comments related to the undertaking.

● Enter the reviewer's name, field office location, and date.

● Click on the **[Save Record]** button to save.

NOTE: Microsoft Access automatically saves data as you enter it into the database. However, if you do not click **[Save Record]** after completing the form, the information you entered will not be visible when you select **[Preview and Print]**.
It is only necessary to click **[Save Record]** once after the final entry if you are making multiple entries (that is, entering more than one customer).

Additional Buttons

The **[Practice Effects]** button opens a listing of all conservation practices and their rankings of potential effects on cultural resources.

The **[Glossary of Cultural Resources Terms]** button opens a list of cultural resources terms and their definitions.

The **[Save Form]** button opens an **Output To** dialog box to save the form in a different format to email.
See additional instructions below.

Instructions for formatting the "Subject:" line of emails.
For example, **CR Review – Jenkins - T456** *or*
            CR Review – EQIP - 2006

The **[Preview and Print Form]** button opens a preview window of the form to print or save.
See additional instructions below.

The **[Copy Information to New Record]** button copies the data entered in the current record to a new record.

The **[Clear Form]** button at the upper left corner of the form will delete the information in the current record.
NOTE: Only select **[Clear Form]** after you have saved a copy of the data to email and/or printed a copy for your files.
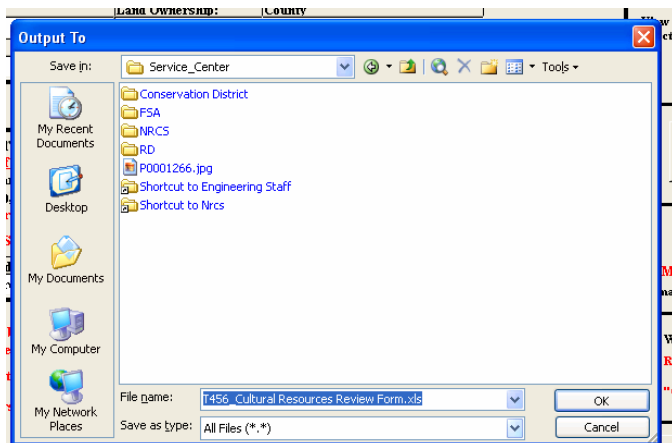
Save Form

After completing the Cultural Resources Review Form, click on the **[Save Form]** button.

Save the form using the "Microsoft Excel 97-2003" format option. Click **[OK]**.

Rename the file by adding the tract number to the file name.
For example: **T456_Cultural Resources Review Form.xls**

Save the file in the Cultural Resources folder on your S:Drive. Click **[OK]**.
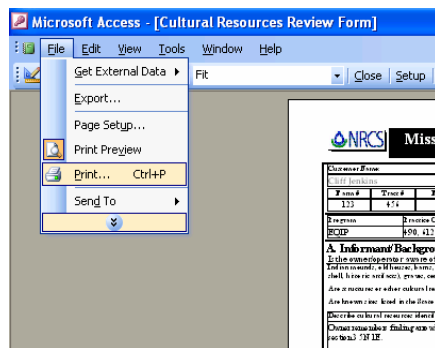
Preview and Print Form

Preview and Print Form

Selecting the **[Preview and Print]** button will open a preview window of the final form.

Clicking anywhere on the form will toggle between a full page view and a magnified view of the final form.
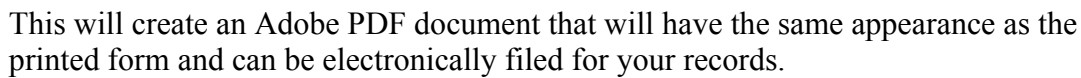
Select **File>Print** to print the form.

Choose the *Printer*, *Print Range* and number of *Copies* in the **Print** dialog box. Click **[OK]**.

If you have made multiple entries in the Cultural Resources form, you can select the *Print Range* to only include the pages you wish to print.

To save an <u>electronic</u> version of the form that looks like the printed version:
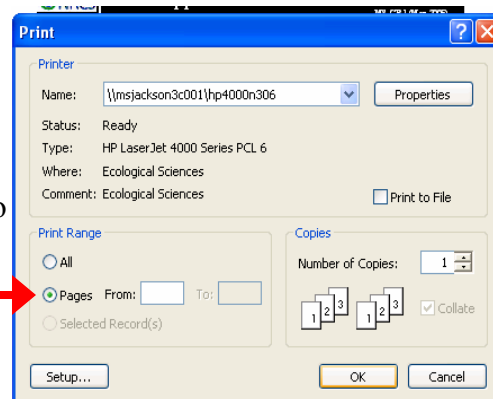
- Select "Adobe PDF" in the printer *Name* pull-down menu.
- Choose the *Print Range* and number of *Copies*.
- Click **[OK]**

This will create an Adobe PDF document that will have the same appearance as the printed form and can be electronically filed for your records.